

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES**

**Policy
No. B.2.8**

21 July 2003

**CLASSIFICATION, SENTENCING, AND SERVICE FUNCTIONS
Classification
Specialized Behavior Management Units - Juvenile**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36 and La. R. S. 15:901 G.
2. **REFERENCES:** ACA Standards: 3-JTS-3E-01, 3-JTS-3E-02, 3-JTS-3E-03, 3-JTS-3E-04, 3-JTS-3E-05, 3-JTS-5B-09, 3-JTS-5B-02 and 3-JTS-5B-09 (Juvenile Training Schools); La. Children's Code Arts. 897 and 899, Department Regulation Nos. B-02-002 "Assignment, Reassignment, Release and Discharge of Juveniles," B-02-003 "Offender Classification System-Juvenile," B-02-004 "Intake Priority of Juvenile Offenders into Secure Care", C-02-006J " Use of Force - Juveniles" and C-04-007 "Cell Restriction."
3. **PURPOSE:** To state the broad rules and other considerations that shall govern admission to and removal of youth from the Specialized Behavior Management Units located at Jetson Correctional Center for Youth (JCCY), Swanson Correctional Center for Youth-Monroe (SCCY-MON) and Swanson Correctional Center for Youth-Madison (SCCY-MAD).
4. **APPLICABILITY:** Deputy Secretary, Assistant Secretary of the Office of Youth Development, Wardens of juvenile facilities, Probation and Parole Director/Juvenile, and Probation and Parole District Managers.
5. **DEFINITIONS:**
 - A. Specialized Behavior Management Units (SBMU) - Housing unit with individual cells designed to house youth who require a more restrictive setting.
 - B. Designated Staff - Any person assigned by the Warden to assure that the proper procedures are followed when a due process hearing is scheduled.
 - C. Due Process Hearing - Interdisciplinary team consisting of representatives from at least three disciplines, (e.g., treatment, security, education, or medical) to determine youth's suitability for placement in SBMU.
 - D. Notice of Transfer - Written documentation informing youth of possible transfer and reason.

- E. Specialized Treatment Referral Form - Form used to refer youth for consideration of assignment to SBMU.
 - F. Transition Plan - Individualized plan outlining the course of treatment to assist youth with successful completion of SBMU program and reintegration to general population.
 - G. Exigent Circumstances - exist when there is substantial threat to the safety of the youth, or others, or the security of the institution and there is no time, as a practical matter, to convene an interdisciplinary team meeting.
6. **POLICY:** It is the Secretary's policy to address the needs of the youth assigned to juvenile facilities in the most responsible manner. Youth have individual needs which require individual attention. All reasonable efforts are made to utilize less restrictive alternatives in the placement of youth. However, certain youth may require assignment to a more restrictive setting because their continued presence in the general population poses a threat to life, property, staff, and other youth, or to the security or orderly running of the facility. In order to prevent arbitrary assignment, this regulation establishes specific criteria for assignments to a more restrictive unit.
7. **PROCEDURES:**
- A. Admission Criteria
 - 1) Only those youth who are at high-risk for assaultive behavior, present a danger to others or to the security of the facility, or significantly disrupt normal institutional functioning shall be considered for transfer to SBMU. Staff will make such recommendations using the Specialized Services Request Form (see Attachment A). This form will be forwarded to the Program Manager of the assigned unit for review of the case.
 - 2) Specific behavior to be considered includes, but is not limited to the following:
 - a. Assaults on staff - (sexual and physical);
 - b. Assaults on youth resulting in significant injury;
 - c. Extensive history of instigating fights with other youth;
 - d. Escape or attempted escape (this excludes unauthorized area);
 - e. Aggressive homosexual activity or homosexual activity imposed on younger or weaker youth;
 - f. Strong-arming (imposing his/her will on other youth through intimidation, threats, and/or physical aggression);
 - g. Inappropriate sexual behavior (exposure of genitals in plain view); and
 - h. Possession or introduction of significant contraband.

B. Due Process

- 1) Prior to scheduling a due process hearing on youth recommended for assignment to more restrictive housing, the Program Manager who has programmatic oversight of the youth's unit shall:
 - Review all applicable documentation, (i.e. Behavior Improvement Plan(s), Unusual Occurrence Reports, Disciplinary Infractions, School Reports, Youth Performance Reports), to ensure that all reasonable less restrictive alternatives were attempted. (This review shall also give consideration to the youth's medical and mental health status).
 - Consult with mental health on youth designated special needs and obtain written report from medical/mental health professional.
 - Forward report listing youth who meet criteria for possible assignment to more restrictive housing to designated staff to schedule a due process hearing.
- 2) A due process hearing will be scheduled with a interdisciplinary team consisting of a minimum of three representatives selected from the following disciplines: treatment, security, education, or medical and program manager or designee. A mental health representative shall be present for youth designated with special needs. Youth may request representation from an advocate of choice who is reasonably available.
- 3) A written record of the hearing will be prepared utilizing the Due Process Committee Hearing Form (see Attachment B) and the hearing will be recorded in its entirety.
- 4) The youth shall be present during the hearing unless it is determined that it would be detrimental for the youth to hear specific testimony. At the hearing, the youth will be informed of the reasons for the referral. The youth will be given the opportunity to:
 - Make a statement;
 - Present evidence on his/her behalf; and
 - Call witnesses, if the testimony of those witnesses is relevant and not repetitious.
- 5) The committee's decision to recommend transfer of the youth must be based on a majority vote.

- 6) The Warden of the facility gives the final approval as to whether the youth transfers to such a unit. Where such assignment results in a transfer to a different facility, it must be approved by both Wardens, and by the Assistant Secretary of the Office of Youth Development or his designee.
- 7) The youth will be notified in writing of the committee's decision on the Notice of Transfer Form (see Attachment C) and advised of his/her right to appeal the recommendation for transfer to a more restrictive setting to the Warden or designee.
- 8) Once the youth's appeal has been exhausted, arrangements for the transfer will be made by designated staff who will ensure that all appropriate paper work is completed and processed.
- 9) The Department shall provide to the provider (LSUHSC) a list of youth transferred to SBMU.
- 10) The documentation that reflected what precipitated the youth being transferred to SBMU, the strategies utilized to address these behaviors, due process documents and all other applicable documentation shall be included in the youth's record prior to transfer.
- 11) Notification of transfer shall be provided to the committing court, Division of Youth Services, and parent/guardian within 48 hours of transfer.

C. Special Circumstances

- 1) In the event that a youth is transferred to SCCY-MAD or JCCY SBMU due to an emergency situation, the youth shall be given a due process hearing within 48 hours of such transfer.
- 2) Unless required by exigent circumstances, youth who are currently assigned to BCCY or the short-term program at SCCY-MAD must first be evaluated by LSUHSC mental health staff or transferred to JRDC for evaluation prior to placement in SBMU.
- 3) Exigent circumstances must exist when youth who are seriously mentally ill or have an IQ below 70 are housed in SBMU.

D. Admission

- 1) Youth admitted to SBMU will be provided a written individualized and detailed program plan that shall set forth measurable short term goals and specific criteria for the youth's removal from the unit within 72 hours of placement, exclusive of weekends and holidays.

- 2) Appropriate programming for special needs youth placed in these units shall be implemented within 48 hours.
8. **TIME FRAME:** The objective of the program is to be completed within 30 to 45 days. A transition plan should be written 24 hours prior to release into general population. A transition period of seven days will be incorporated into the plan to monitor for consistency with the youth's behavior transition plan. Extensions in the program beyond 45 days shall be forwarded to the Warden for review and approval.
9. **PROGRAM OBJECTIVES:** Specialized Behavior Management Units at each facility should reflect development of programs that include:
 - Strategies for successful re-integration into general population and/or the community which includes a relapse prevention plan;
 - Encourages youth to complete goals and meet the objectives outlined in their individualized treatment plan;
 - Completion of Anger Management Training; and
 - Completion of identified Prosocial Skills.
10. **STAFF TRAINING/DEVELOPMENT:**
 - A. Training will be provided to all staff (clinical, security, education, recreation, mental health, chaplaincy) assigned to work in SBMU. Training will address all components of the unit's program.
 - B. All training shall be tailored to the needs of the staff working with this special population.
11. **ACCESSIBILITY:** Youth assigned to SBMU shall have access to the same services as other youth to include:
 - Medical;
 - Counseling;
 - Recreation;
 - Religious Services;
 - Educational;
 - Beautician/Barber Services;
 - Mental Health;
 - Visitation;
 - Legal Services;
 - Access to Courts; and
 - Telecommunications.

12. **SPECIAL ACCOMMODATIONS:** Those youth who have special needs will be provided reasonable accommodations to address diagnosed impairments which would prevent them from acquiring skills at the same rate or at the same competency level as other youth.
13. **QUALITY ASSURANCE:** The Program Manager and Assistant Warden of Security shall have the responsibility of monitoring programming in the unit and ensuring compliance with policy and procedures.



Richard L. Stalder
Secretary

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Attachment A - Specialized Services Request Form
Attachment B - Due Process Committee Hearing Form
Attachment C - Notice of Transfer Form